

Talent Acquisition Lead, Position Description

Reporting to:	People Operations Manager	Work location:	Melbourne (preferred)
Department:	People and Culture	Budget holder:	No
Team:	People Operations	Direct reports:	Nil

Here you'll make a difference

At Save the Children Australia, we attract bright and big-hearted people who are inspired to make a difference. Together, we are fearless in our pursuit of making lasting change for the children and communities who need it most.

The Talent Acquisition Lead is responsible for delivering strategic and operational talent acquisition outcomes, leveraging contemporary sourcing methodologies, AI-enabled recruitment technologies and talent pipelining approaches to attract, engage and retain high-quality talent for current and future organisational needs.

Here your skills will be valued

Role requirements

- Lead end-to-end recruitment and talent acquisition activities across a diverse portfolio, delivering high-quality hiring outcomes and an exceptional candidate and hiring manager experience.
- Partner with People Leaders to understand workforce requirements and develop proactive attraction, sourcing and recruitment strategies to meet current and future workforce needs.
- Lead the adoption and promotion of best-practice AI-enabled recruitment approaches, ensuring the ethical, compliant and effective use of AI tools to improve sourcing, screening, candidate engagement, workflow efficiency and recruitment outcomes.
- Develop and implement proactive sourcing strategies for critical, specialist and hard-to-fill roles, utilising LinkedIn Recruiter, talent intelligence platforms and other search and engagement tools to identify and engage high-quality passive candidates.
- Build, maintain and continuously nurture internal and external talent pools and talent communities to support future workforce needs, succession pipelines and critical capability areas.
- Conduct talent market mapping and workforce intelligence activities to identify emerging talent trends, skills availability and sourcing opportunities.
- Partner with Hiring Managers to develop targeted talent attraction strategies for leadership, specialist and business-critical positions.
- Provide expert advice and coaching to Hiring Managers on contemporary recruitment practices, sourcing methodologies, candidate engagement and market insights.
- Efficiently utilise Employment Hero and associated recruitment technologies to manage recruitment processes, reporting and continuous system improvements.
- Monitor recruitment metrics and provide insights and recommendations to improve hiring outcomes, efficiency and candidate experience.
- Champion diversity, equity and inclusion through inclusive attraction, sourcing and selection practices.

Health, safety, security and risk management

- Model safe behaviour by following all workplace policies, procedures, work instructions and training
- Work safely at all times and consider the impact of your work practices on your own and others' physical safety and psychological wellbeing.
- Report all incidents, injuries and potential hazards in a timely manner
- Take part in safety activities and improvements, contribute to a culture that supports physical and psychological health.
- Identify, document and manage risks in your programs and work environment, putting controls in place to reduce physical and psychological harm.

Child protection and safeguarding requirements

- Maintain a child safe environment at the workplace and safeguard children's rights, acting in the best interests of children at all times
- Comply with the [Child Safeguarding Policy](#) & [Code of Conduct](#)
- Demonstrate the highest standards of behaviour towards children in both your private and professional life
- Never abuse the position of trust that comes with being a part of the Save the Children family
- Maintain a safe and positive relationship at all times when working with children and young people
- Respond to any concerns for the safety or wellbeing of a child in a program in accordance with internal reporting processes

All roles at Save the Children contribute to our impact for children.

At Save the Children, every role, whether in our programs or support services, plays a vital part in our impact for children. We are committed to creating a positive impact on the lives of children and their communities, and we value the contributions of every team member in achieving this vision.

Here you'll belong

It takes all types of people to do the challenging work we do. Here are some of the specific skills and experiences you'll bring in this role:

Essential knowledge or experience

- Significant experience in talent acquisition, recruitment and workforce planning within complex organisational environments.
- Demonstrated experience proactively sourcing and engaging passive candidates through LinkedIn Recruiter and other sourcing, search and engagement platforms.
- Proven experience recruiting for specialist, leadership and business-critical positions using targeted sourcing, talent mapping and market engagement techniques.
- Demonstrated experience developing and maintaining talent pools, talent pipelines and talent communities to support ongoing and future workforce requirements.
- Experience utilising AI-powered recruitment tools and technologies to improve recruitment effectiveness, candidate experience and operational efficiency, with a sound understanding of ethical and compliant AI practices.
- Strong capability in talent market research, candidate identification, workforce intelligence and market mapping.
- Demonstrated ability to build strong relationships with hiring managers and influence recruitment outcomes through data-driven insights and strategic advice.
- Experience interpreting and applying employment legislation, recruitment compliance requirements and best-practice selection methodologies.
- Strong analytical, problem-solving and stakeholder management skills.
- Demonstrated commitment to diversity, equity and inclusion and experience implementing strategies to attract candidates from underrepresented groups.
- Experience with Applicant Tracking Systems and recruitment technologies, preferably Employment Hero.
- Excellent written and verbal communication skills with the ability to engage and influence stakeholders at all levels.

Additional Information

- Any offer of employment at Save the Children Australia will be subject to a satisfactory National Police Record Check and a Working with Children Check
- Employees must sign on to Save the Children Australia's Child Safeguarding Policy and Code of Conduct
- Ongoing performance and employment will be measured against KPIs, values and demonstrated behaviours outlined above
- Save the Children Australia is an Equal Opportunity Employer

Driver's Licence: Not required

Travel: Nil Required

Working with Children Check: Required

Assets: Laptop

